



1. SOLICITATION NUMBER: SOL-675-16-00007
2. ISSUANCE DATE: May 16, 2016
3. CLOSING DATE AND TIME: May 27, 2016 at 4:30 Local Time
4. POSITION TITLE: ADMINISTRATIVE MANAGEMENT ASSISTANT
5. OPEN TO: All Qualified Candidates
6. WORK HOURS: FULL TIME; 48 HOURS/WEEK
7. MARKET VALUE OF POSITION: FSN-09 (GNF106,657,658 – GNF159,986,479) per annum). (With the possibility of hiring the employee at a lower grade if successful candidate not fully qualified.)
Final compensation will be based on the individual's salary and work history, experience and educational background.
8. EVALUATION FACTORS: Evaluation of qualifications and experience required of candidates will be conducted on a 100-point scale and weighted as follows: Education (10 points); Work Experience (30 points); Knowledge (20 points), Skills & Abilities (20 points); Language (10points), Post Entry Training (10 points).
9. PERIOD OF PERFORMANCE: One year renewable annually for up to a total of five years, subject to availability of funds and satisfactory job performance.
10. PLACE OF PERFORMANCE: Conakry, Guinea
11. SECURITY ACCESS: Background Check
12. AREA OF CONSIDERATION: Foreign Service Nationals
13. NOTE: Due to the number of applications we Receive, only applicants who have been Short listed will be contacted by USAID.

ALL ORDINARY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION

STATEMENT OF WORK/POSITION DESCRIPTION:

A. BASIC FUNCTION OF POSITION:

The Administrative Management Assistant position is established to provide a range of administrative management, logistical, and maintenance services to USAID/Guinea and Sierra Leone, and to serve as the primary USAID liaison with the US Embassy GSO Sections in Guinea and in Freetown on all issues related to services for which USAID/Guinea and Sierra Leone has subscribed under the International Cooperative Administrative Service System (ICASS).

The Administrative Management Assistant is directly responsible to oversee all EXO functions and support received from ICASS this includes but is not limited to: property management (personal and real property), and procurement. The Administrative Management Assistant is an important member of the Mission Executive Office management team. The Administrative Management Assistant's work, management skills, and inter-personal relationships will greatly affect EXO performance, and its support to USAID/Guinea and Sierra Leone. The Administrative Management Assistant is expected to initiate projects affecting EXO performance, relationships with USAID/Guinea and Sierra Leone programs and other customers, and the US Embassy. With supervision by the Supervisory Administrative Management Assistant (de-facto Deputy EXO), the Administrative Management Assistant is expected to initiate, plan, manage, and complete a full array of assignments and reports.

The Administrative Management Assistant ensures that the EXO operates to its maximum ability to meet the needs of USAID/Guinea and Sierra Leone and provide policy advice and guidance on management and support functions and services required for effective program implementation. The EXO is staffed by eleven employees.

B. MAJOR DUTIES & RESPONSIBILITIES

GENERAL SERVICES AND ICASS: 35%

The Assistant serves as the primary liaison with State/GSO for administrative support services such as warehousing, leasing, residential maintenance, and shipping, where ICASS is the service provider.

The Assistant ensures that maintenance work orders, NXP requests, transportation requirements, procurement requests, customs clearances, etc are properly assigned and acted upon in a timely fashion. The Assistant may troubleshoot or assist USAID staff with State service request applications (e.g. eServices, ILMS, etc.)

The Assistant helps to ensure proper resolution of residential maintenance problems by discussing the specific problem or concern, and coordinating with State GSO or Facilities Management on repair and on preventive maintenance.

The Assistant provides detailed planning assistance regarding the Mission's logistical needs and requirements, makes sure that the budget accommodates Mission requirements, and assures that goods/services included in the budget are obtained and provided to the Mission.

The Assistant provides advice to the Supervisory Administrative Management Assistant, Executive Officer, and other EXO and Mission managers on support services required by USAID that are provided under ICASS, and monitors the adequacy of ICASS services in terms of quality and quantity; advises on actions required to ensure compliance with ICASS agreements.

Serves as primary liaison with C2 Facility Maintenance contractor, and as such ensures his compliance with the contract terms; Identifies and recommends any improvement in that facility and brings it to the attention of the direct Supervisor or the EXO;

Must possess a valid commercial driver's license and a good driving record.

PROCUREMENT: 25%

Serves as a Mission Procurement Agent, as such upon reception of released GLAAS (the USAID Procurement application) requisitions, looks for quotations and prepares purchase orders for operations and program needs not covered by ICASS. For certain procurements, the incumbent may also serve as a requestor in GLAAS.

Initiates requisitions in ILMS and attach supporting documents as appropriate and monitor until the purchase orders are issued and goods and services received.

Coordinates with the Office of Financial Management to ensure critical procurements are funded on time.

Leads the annual procurement plan for administrative needs. Throughout the year, the Specialist tracks and compiles requirements for inclusion in the annual procurement plan.

PROPERTY MANAGEMENT: 15%

Manages Office Equipment through the entire life cycle, from requirements estimation, to replacement budgeting, procurement, inspection and receipt and inventory, through disposal. Reviews receiving and inspection reports; assures that disposal reports are accurate and prepared on time; oversees preparation and submission of inventory reports; and, ensures that official inventory records are kept up-to-date with the latest property transactions.

Serves as a point of contact with employees on their incoming and outgoing shipments.

FINANCIAL MANAGEMENT: 25%

Prepares all payment vouchers originating in EXO, and tracks the payments to avoid or minimize delays. With the recent vouchers consolidation, tracks all vouchers sent for processing to the Embassy – minimizes the crosswalk issuance delay by OFM. Incumbent should develop comprehensive and effective tracking sheets for these purposes. Ensures that all needed supporting documents are attached, accurate and in compliance with the purchase orders. Informs OFM when money has to be de-obligated from Purchase Orders.

Is responsible for providing the Accruals estimates in his area of intervention and submit to the Financial Management Office on a quarterly basis.

Incumbent will be playing a sub-cashier role as such responsible will be responsible for the management of petty cash.

The Assistant participates in the OE budget submission process by monitoring and reviewing supporting data including the ICASS workload counts, subscription of services, and invoices.

C. QUALIFICATIONS/SELECTION CRITERIA:

a. Education (10 points): Completion of education resulting in an undergraduate degree, or the local equivalent, in business administration, financial management, procurement, property management, engineering, or a field related to administrative management is required.

b. Work Experience (30 points): From four to six years of progressively responsible work experience performing management operations, including experience which provided an expert knowledge of two or more of the following areas; property management, maintenance of facilities, procurement and contracting.

c. Post Entry Training (10 points): Administrative Management, Management/Supervision Skills, General Services courses, and Procurement/Contracting courses, as offered, and subject to availability of funds.

d. Language (10 points): Level IV English and French are required.

e. Knowledge (20 points): Incumbent must have an expert knowledge of a highly technical body of USG, USAID, and Guinean laws, regulations, instructions, procedures, policies, and practices relevant to administrative management, budget and fiscal administration, travel, building management, GSO/property management, procurement/contracting, C&R, and other administrative procedures, regulations, and requirements.

f. Skills and Abilities (20 points): Excellent analytical, and interpersonal skills, tact, and diplomacy are required. The incumbent should also have good leadership/managerial skills, and a personality that inspires confidence in FSN employees and permits the maintenance of effective working relationships with employees and supervisors. The following are required: ability to forecast needs for resources, and to plan and assess problems and develop realistic solutions; ability to train FSN personnel, and to tactfully and efficiently work with American officers and FSN personnel so that the Executive Office provides the best administrative support services to the Mission; ability to create and maintain a good working climate in order to ensure maximum productivity in a service-oriented fashion; ability to negotiate effectively with Embassy and ICAAS administrative personnel, and host-country government and business officials, on USAID operations and resources.

g. Local driver's license is required

TOTAL: 100 POINTS

D. POSITION ELEMENTS:

Supervision Received: The incumbent operates with a high degree of independence. Assignments are made orally and in writing. The Executive Officer, in consultation with the incumbent, sets priorities and deadlines in terms of policy, priorities, results to be achieved, and basic approaches. The supervisor reviews completed written work, and provides clearance on external correspondence. The Executive Officer provides guidance on major decisions regarding activities, taking into account the incumbent's recommendations.

b. Supervision Exercised: Supervises contractor teams in the performance of their scopes of work, evaluates quality of the work performed, and recommends approval/disapproval of payment for services.

c. Available Guidelines: USAID Handbooks, ADS, Foreign Affairs Manuals, etc. Guidelines are often general in nature and not specific to the situation at hand, requiring considerable interpretation.

d. Exercise of Judgment: Must have the management and supervisory ability to organize, manage, and supervise the assigned functions efficiently. Must be tactful, yet efficient, in dealing with Embassy, ICAAS, and USAID personnel, subordinates, various contractors, vendors, and service providers. Must be able to work independently and make independent decisions. Exercises considerable judgment and provides advice to the Executive Officer and various American officers and FSN personnel on administrative management matters, which may, on occasion, be extremely sensitive. The incumbent

must exercise creative thinking in dealing with problems or matters for which there is little precedent, while considering the impact of the decisions/actions on the Mission's broader Strategic Objectives.

e. Authority to Make Commitments: Within the scope of the assignment, and within the parameters agreed to by the Executive Officer and the incumbent, makes a variety of decisions concerning providing services around the clock (as needed). Further, within a delegated range, the incumbent may request and obtain services, and procure goods and services from vendors, after obtaining Executive Officer concurrence and funds availability.

f. Nature, Level, and Purpose of Contacts: Establishes contacts with key, counterparts in the Embassy and with other agency members of the country administrative team, with vendors and mid-level Guinean officials, and with others as needed to ensure the effective operation of the USAID Executive Office.

g. Time Required to Perform the Full Range of Duties: One to two years.

E. INSTRUCTIONS TO APPLICANTS:

For applicants to be considered for this position the following guidelines will be adhered to and forms completed, signed and submitted, to allow the evaluation committee to thoroughly and objectively review your application vis-a-vis the requirements of the position.

Interested individuals are required to submit the following:

- Fully completed and hand-signed copy of Form a302-3 can be found at <http://www.usaid.gov/forms/>

OR

Form DS-174 can be found at: http://conakry.usembassy.gov/job_opportunities.html

- Cover letter and a current resume/curriculum vita (CV). The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria.
- Applicants must provide a minimum of three and a maximum of five references within the last five years of the applicant's professional life from individuals who are not family members or relatives. Three references must be from direct supervisors who can provide information regarding the applicant's knowledge of contracting work. Applicants must provide e-mail addresses and/or working telephone numbers for all references.

Application letters and Forms a302-3 or DS-174 must be signed. Incomplete and unsigned applications/forms will not be considered

- v). **Posting address:** Completed package Applications should be sent to:
Conakrypscjobs@usaid.gov.

F. SECURITY AND MEDICAL CLEARANCES

- i). **Medical Clearance**: Prior to signing a contract, the selected individual will be required to obtain a medical clearance. Instructions for obtaining the medical clearance will be forwarded to the selected individual once negotiations have been concluded.
- ii). **Security Clearance**: Prior to signing a contract, the selected individual will be required to obtain a Security Background Check. Instructions for obtaining the security clearance will be forwarded to the selected individual once negotiations have been concluded.

EQUAL EMPLOYMENT OPPORTUNITY: *The US Mission in Guinea provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Guinea also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.